

# Contract User Guide for VEH97

## VEH97 Tires, Tubes & Services Statewide Contract

UPDATED: 03/12/2018

<b>Contract #:</b>	VEH97
<b>MMARS MA #:</b>	VEH97*
<b>Initial Contract Term:</b>	04/01/2017 –03/31/2019
<b>Maximum End Date:</b>	No options to renew
<b>Current Contract Term:</b>	04/01/2017 –03/31/2019
<b>Contract Manager:</b>	Katherine Morse, 617-420-3153, <a href="mailto:Katherine.Morse@State.MA.US">Katherine.Morse@State.MA.US</a>
<b>UNSPSC Codes:</b>	25-17-19
<b>Notes:</b>	Only Michelin, Bridgestone/Firestone and Goodyear brand tires are available for purchase through this contract; <i>contract users will need to procure other tires separately and following the appropriate purchasing procedures.</i>

### Table of Contents

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Emergency Services](#)
- [Shipping/Delivery/Returns](#)
- [Additional Information/FAQ's](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

**TIP:** To return to the first page throughout this document, use the CTL + Home command.

# Contract User Guide for VEH97

## Contract Summary

This is a Statewide Contract for Tires, Tubes & Services Contract State of Utah bid this contract on behalf of Value Point. The Commonwealth has elected to sign a Participating Addendum with the three vendors on contract: The Goodyear Tire & Rubber Company; Bridgestone/Firestone Americas, Inc.; and Michelin North America, Inc. Contract users will get products and related services through each of the vendors' respective Corporate Stores or Authorized Dealers/Distributors. There may be Authorized Dealer/Distributor overlap between the vendors. For services only, without the purchase of a tire, buyers must use statewide contract [VEH84A Vehicle Maintenance Management Services & Accident Subrogation Services](#).

The scope of this contract includes tires and tubes in the following sub-categories: pursuit and performance tires, automobile/passenger vehicles, light duty trucks (radial and bias), medium commercial/heavy duty trucks/buses, off the road OTR (radial and bias), agriculture/farm, industrial and specialty tires.

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Large variety of tires available for pursuit vehicles, passenger vehicles, trucks and large equipment.
- More options for location, large variety and competitive prices across the Commonwealth.
- Emergency Roadside assistance offered by the Authorized Dealers
- 3 Brands of Tires: Goodyear, Bridgestone/Firestone, Michelin

## Find Bid/Contract Documents

This contract has 3 MBPOs in COMMBUYS for each Prime Vendor. Each has been set up as a line item catalog in COMMBUYS.

- Michelin Master Blanket: [PO-16-1080-OSD03-SRC02-00000007028](#)
- Bridgestone Master Blanket: [PO-15-1080-OSD01-OSD10-00000004459](#)
- Goodyear Master Blanket: [PO-17-1080-OSD03-SRC02-10730](#)

How to find vendors and products in COMMBUYS from Public View and not logged in:

1. Click on "Contract & Bid Search"
2. Select the "Contracts/Blankets" radio button
3. Enter VEH97 in the "Contract/Blanket" Description field
4. Click "Find It"
5. 3 MBPOs will appear – Goodyear, Bridgestone, and Michelin, select a vendor/MBPO
6. Download the price list found in the "Agency Attachment" Section, then use the filters to find products

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: 03/12/2018

Page 2 of 11

\*Please note the best way to find products is by downloading the Excel pricing spreadsheet in each Vendor's MBPO.

**How to find vendors and products COMMBUYS If you are logged in:**

1. Click on the "Advanced Search" magnify glass in the upper right hand corner.
2. Select Contract/Blanket from the drop down menu
3. Type in VEH97 under "Contract/Blanket Description"
4. Click "Find It"
5. The results will display 3 "Contract/Blanket #"
6. To view a specific vendor's price sheet click on their corresponding "Contract/Blanket#"

In each vendor's MBPO, there are attachments with prices and distributors respectively under the "Agency Attachment" Section. Download each Excel sheet for the information to find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

OSD is participating in the WSCA-NASPO and information on this contract may be found through vendor MBPO links.

## Who Can Use This Contract

### Applicable Procurement Law

- Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;
- Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Pricing, Quote and Purchase Options

### How to Use This Contract?

Contract Users will communicate their needs and receive the goods and services through the Corporate Stores or Authorized Dealers of the 3 Prime Vendors. Each Prime Vendor's MBPO in COMMBUYS has a list of Authorized Dealers that contract users may use. For all VEH97 planned and scheduled services all Executive Agencies must create and take with them a COMMBUYS PO to the respective authorized dealer/distributor. See instructions below for placing POs in COMMBUYS.



When buyers purchase tires through an authorized dealer location it is essential that buyers know the Bill To address and provide to the dealers. This will eliminate billing errors under the contract. To assist with this, a standard template is attached to all COMMBUYS MBPOs. Please see the [VENDOR LIST AND INFORMATION](#) section of this document for a direct link. OSD strongly encourages buyers to use this template when purchasing through the VEH97 contract.

#### For Department/Entity Owned Vehicles

Upon receiving products and any related services, departments should be billed directly by the prime vendor and are responsible for any payment and follow up necessary to complete the purchase transaction.

#### For Office of Vehicle Management (OVM) Leased Vehicles

If the vehicle is a **Leased OVM** vehicle, before installation, the shop will call OVM (617-720-3109) for a 5 digit Work Authorization Number. Tire purchases will be billed through the Michelin Corporate, Bridgestone Corporate or Goodyear Corporate Accounts and will be paid by OVM directly.

### Purchase Options

There are three methods to getting tires and services off of VEH97.

1. Dropship Orders
2. Planned Tires Service at location
3. Tire Emergency

The Master Price List sheets are subject to change once a year on April 1st. For any service prices not listed in the services lists please refer to the Authorized Dealers' Local Contract Pricing posted in COMMBUYS. Executive Agencies needs to take a COMMBUYS Purchase Order hard copy to receive regular products and services, the Purchase Order must contain the following important information. Please see the

1. Tire SKU – accurately
2. Tire quantity
3. Ship to Address
4. Bill to Address

#### How to place an order in COMMBUYS:

- **ALL Requisitions / POs needs to be set to print; DO NOT email the vendor – the email will be sent to a general email and it will not be received by any distributor. Print the COMMBUYS PO and manually send (email, fax, hand deliver) to your choice Corporate Store or Distributor for the products and services.**
- The COMMBUYS Catalog contains 12 \$0 line items of broad categories of tires and services.



- COMMBUYS Search: All line items descriptions are searchable by contract # (VEH97) and vendor name.
- **Searching for Items when creating a requisition:** First, follow the [How to Create a Release Requisition](#) Job Aid until you come to the “Items” tab Search field, then:
  - In the Search field type in the following in the “Item Description” field: “VEH97” and the vendor (“Goodyear” or “Bridgestone” or “Michelin”).
  - Select the appropriate zero dollar line item that suits the category of the tire in the invoice.
  - In the zero dollar line items, accurately fill in the tire data – tire name, SKU #/ unique identifier.
  - Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
  - In the “Attachments” tab, attach scans of all records pertaining to order placement (could be an unofficial email quote), receipt of goods or services and final invoice.
  - The final invoice amount should match the Release Requisition total.

### **Three methods to getting tires and services off of VEH97:**

#### **1. Dropship Orders:**

1. Initiate a requisition and Place Full Order, or
2. Initiate a requisition and Set up Purchase Order and place partial receipts as necessary. In such purchase orders insert the following language in the special instructions box of the PO: “This Purchase Order represents the total estimated expenditure for this engagement (*insert brief description*), against which (*identify department*) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

#### **2. Planned Tires Service at location:**

If it is a planned tire replacement, initiate a Requisition; if there are any changes to the Requisition after replacement, they can be corrected with a Change Order, or;

#### **3. Tire Emergency**

In an absolute emergency, or in situations where it is impractical/impossible to initiate a Requisition BEFORE getting tires replaced, use a RPA Release requisition to document the purchase after the fact. **This is the ONLY case an RPA Release should be used to record purchases.**



- **Note on entering RPA Release Requisitions:** RPA Release allows contract users to capture spend after-the-fact associated with a contract in special circumstances. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. Follow the directions in the RPA Release Job Aid located at [Job Aids for Purchasers](#). For more details please consult the COMMBUYS Policy Document. Only enter one invoice per Release Requisition.

### Pricing Options

**Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price. Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by the [vendor information](#) page, where links to all the vendors MBPO's are provided.

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

When contacting a vendor on statewide contract, always reference VE97 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How To Purchase From The Contract

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.
- **Document items in COMMBUYS that have already been purchased**



This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

### Additional Services

Authorized Dealers can provide a number of tire related services. These include tire mount/dismount, spin balance, computer balance, valve install, and pick-up and disposal of **small** quantities of tires. See cost Authorized Dealer Contract Price lists for detailed cost information.

### Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@state.ma.us](mailto:Comptroller.Info@state.ma.us) for additional support.

### Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

### Contract Exclusions and Related Statewide Contracts

For services only, without the purchase of a tire, buyers must use statewide contract [VEH84A Vehicle Maintenance Management Services & Accident Subrogation Services](#).

Note that tires are also offered on the following contract if VEH97 does not have the specified tires;

- [FAC88 Lawns and Grounds Equipment, Parts and Services](#)
- [VEH96 Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants](#)

### Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.





- Bridgestone: Pete's Tire Barn is designated to respond to emergencies - 781 721-9070
- Goodyear: 1-866-353-3847
- Michelin:

## Shipping/Delivery/Returns

### Delivery

Delivery **must** be F.O.B. Destination with no delivery expenses or fees paid by users of this contract. Contract user must communicate with the Authorized Dealer for Dropship Delivery of Tires. Establish a communication plan, contact persons and delivery time DURING the ordering process. Here are some general guidelines:

- The Contractor should contact the Eligible Entity at least 48 hours in advance of shipment to confirm the time and terms of delivery. The Contractor should not proceed with delivery until approval has been given by the ordering customer.
- All deliveries shall be performed during regular working hours, usually 8:00 a.m. to 5:00 p.m. Monday through Friday. Changes may be granted with written approval of the ordering entity.
- The Contractors are responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Shipping cases should show the name of the supplier, name and address of receiving customer and COMMBUYS Purchase Order number.

Damaged shipments will not be accepted. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect, or damaged, the shipment must either be replaced, at no cost to the receiving entity, or returned at the expense of the Contractor, for a refund or credit of the purchase price.

## Additional Information/FAQs

### Bill to Information

When buyers purchase tires through an authorized dealer location it is essential that buyers know the Bill To address and provide to the dealers. This will eliminate any billing errors under the contract. To assist with this, a standard template is attached to all COMMBUYS MBPOs. Please see the Vendor Information section of this document for a direct link. OSD strongly encourages fleet managers to enforce this template with any staff that will be purchasing tires under the VEH97 contract.

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of





days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

- **Volume Discounts:** discount is provided to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock

#### If the Needed Product Can Not be Found

If a product and/or service cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product and/or service meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

#### Memorandum of Understanding/Statement of Work

In addition, make sure to include language instructing buyers to make clear that all associated documents reference the statewide contract by its number.

#### OEM Tires

All New Tires are of quality that is Class "A" current production tires of the latest design and construction. Class "A" tires are at least first line, first grade, and are of no lower quality than tires normally furnished in representative quantities as standard original equipment for automobiles, trucks, tractors and similar vehicles.

All Police Pursuit Tires are certified for law enforcement, which includes **H** and **V** speed rating certification.

#### Tire Disposal

Contractors will provide the collection and proper disposal of scrap tires for the fees outlined in the cost tables. Please note that the purpose of this contract is **not** to provide tire disposal services for large numbers of tires or tire pile cleanup services. Use the Scrap Tire Disposal Services contract, FAC86, if those services are needed.



### **Minimum Order:**

There is no minimum order.

### **Comments and Complaints:**

Contract user Comments and/or Complaints regarding any aspect of this contract can be emailed directly to the vendor Contract Manager, noted above, and copied to the OSD Contract Manager, Katherine Morse, at [Katherine.Morse@State.MA.US](mailto:Katherine.Morse@State.MA.US).

### **Strategic Sourcing Team Members**

- Lana Gunaratne, OSD
- Joe Suppa, DCR
- Karl Brenner, POL
- Lindsey Williams, POL
- Julia Wolf, OSD
- Doris Kupis, DOC
- Cheryl Crushman, OSD

# Contract User Guide for VEH97

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Minimum Order
Michelin North America	<a href="#">PO-16-1080-OSD03-SRC02-00000007028</a>	VC0000820927, 3	Joseph Banks	(864)458-6030	joseph.banks@michelin.com	No minimum order
Goodyear Tire & Rubber Company	<a href="#">PO-17-1080-OSD03-SRC02-10730</a>	VC6000237659, 1	Jeff Goodenow	(330)796-4352	jsgoodenow@goodyear.com	No minimum order
Bridgestone Americas Tire Operations, LLC	<a href="#">PO-15-1080-OSD01-OSD10-00000004459</a>	VC0000772029, 2	Vicky Dunbar	(615)937-3693	dunbarvicky@bfusa.com	No minimum order

\*Note that COMMBUYS is the official system of record for vendor contact information.

\*\* The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.